

MVAC MINUTES – JULY 9TH

MVAC Meeting was held at Division of Wildlife. Larry Wegrzyn got the meeting underway at 9:02 am

In Attendance: Sharon Evans – DOHE-PPCC, Cher Threlkeld – DOW, Dave Monson – DOC, Michael Stadler – DOHE-UNC, Rob Archer – DOAG, Denise Gomez - DPA IDF Mail, Russ Wilcox – DOHE-UCCS, Beth Ann Wieder – DOT, Mary Anne Kramer – CBI, Carol Hoisington – DOT, Doug Boettcher – DOT, Patti Torres – DOLE, Jim Anderson – UCHSC, Bryan Flansburg – CU Boulder, Kyle Shelton – CSP, Karen Griggs – CSP, Julia Rodriguez – DOH, Roger Friedrich – DOHS, Representing State Fleet: Bob Schley, Larry Wegrzyn, Scott Madsen and Adam Hiatt.

Special Thanks to Cher for the DOW facilities and to Judy for helping out on the technical part of the meeting

Special Announcement: Terry Sisneros has a newborn daughter – Sierra Marie born on June 30th. Mother and daughter are happy and healthy.

Updates

Rates

- Rates to be sent to Controllers Office on 7/21/03 for final approval
- Final rate and changes if any will be announce as soon as they are approved.

Utilization

- Current data indicates a reduction in Underutilized Vehicles from year ago period.
- Fleet recommends that the coordinators run their own department reports and start researching any underutilized “suspects.” Also to look at 10% reduction commitments to see if advantageous changes can be made.
- Preliminary List to be generated week of 7/21/03. This list will show all possible underutilized vehicles.
- Prior to submission to JBC (8/1/03), Vehicle coordinators will have the opportunity to justify vehicles removal from list.

Turn-in Schedule

- Turn-Ins Not due immediately.
- With the limited amount of lot space, we are asking that agencies stagger turn-ins. The schedule distributed is a Guide Only.
- PLEASE SCHEDULE TURN-INS to avoid a wasted trip or to prevent drivers from having to wait for personnel to return.

Primary Contacts

- Repeated Fleet policy that agencies will have the final call on whether or not uneconomic (formerly “denied”) repairs are done. Fleet will work with the agency to identify any alternatives. If there is a serious disagreement, the final call on performing such repairs is up to the agency representative. This whole issue involves less than a dozen repairs each year.
- Fleet needs a primary contact in each agency for this “final call” authority and will be determined within the agency.
- A summary of the policy and documentation regarding uneconomic repairs will be provided for the appointed primary contact.

Operations

DOR Issues Focus

- DOR new Director of Registrations, Brett Clark, has accepted invitation to August MVAC
- Issues identified and sent to Mr. Clark:
 - Agencies not getting renewal notices.
 - Customer Service is sometimes rude, calls and emails are often not returned.
 - Automatic renewals are not happening
 - DOR’s system does not sort vehicles by whether or not e-test is required.
 - Systems don’t retain address change.
 - Renewals from refinancing or change in ownership going to wrong address.
 - Interest is high in enabling local county offices to handle state plates.
 - Sam Baca is outstanding.
- Suggested to group that new DOR leadership wants to improve service and we can help with constructive suggestions.

Handout provided to sign up for WEX online purchase alerts and Read-Only report by Department.

Web Mileage Log is Live

- Adam named DPA employee of the Month
- Announcement to follow.
- Anyone with CARS log-in access can enter via the web, download is live too.
- Re-demonstrated the mileage log and PM schedule, use report (testing), budget report (testing)
- Objective is to eliminate faxes and make process easier and more accurate

- Has the same security as CARS. Read only is available to everyone, but still need a user ID and password.

Announced that GM has cross-over line warranty work

- At this time, GMC or Chevrolet drivers may go to either dealership for new vehicle warranty repairs. Buick and Pontiac dealerships will be included at a later date.
- Ford drivers may also go to a Lincoln or Mercury dealership for new vehicle warranty work.

Section Creation

- Deadline July 15
- Must be completed by Fleet prior to July billing.
- Billing dates for FY04 distributed

WEX Online Read-Only Reports/Purchase Alerts

- Distributed sign up list.

Committees

Formed a new committee the “WEB ADVISORY COMMITTEE” or WAC.
Volunteers were: Dave Monson, Rob Archer, Karen Griggs and Roger Friedrich

Purchasing and Cost Reduction – Bob Schley indicated that he would have some updated information at the August MVAC meeting.

Outside Rentals/Used Vehicles – Larry Wegrzyn will have an update on the AVA (Alternative Vehicle Acquisition) program at the August MVAC Meeting.

Using Personal Vehicles – Roger Friedrich would like to invite a representative from Risk Management to address the group. Scott Madsen and Roger agreed to make an arrangement with the appropriate person for a future meeting.

Regional Motor Pools – Bryan Flansburg is exploring the creation of a pool in Boulder. Scott indicated that we needed ideas for funding to upgrade the infrastructure to accommodate the regional pool concept. Dave Monson suggested information about Regional pools be posted on the Web site along with billing requirements.

It was brought up that Motorpools might not be competitive with Rental Agencies like Hertz and Avis. Mike Stadler concluded that a trip would have to be in excess of 151 miles to be cost effective relative to Motor pool rates. Bryan suggested that we make arrangements with Rental agencies to provide a 5% rebate. Scott and Gene Stroh agreed to work up some guidelines and thresholds for Rental cars versus Motor pools

Vehicle Slots – A long term project that should help formalize the methodology used in determining fleet size and vehicle types for specific functions or with specific needs, capabilities or endurance characteristics.

Discussion

Reiterated the fact that the 10% reduction was mandated by the OSPB and that the more recent 5% mandated mileage reduction is mandated by JBC. OSPB has requested a meeting with the JBC to clarify this directive.

Objections were raised about the mileage reduction in light of the fact that the vehicle count reduction has forced staff to share vehicles increasing the mileage. Fleet manager reminded that the mileage reduction is to be measured fleet wide and not per vehicle and in fact that the reductions may actually take care of much of the mileage reduction requirement

Reiterated that the only replacements for FY04 would be CSP. Replacements “suspect” list will be generated in July. The process for generating the list was reviewed. Suspects are based on existing mileage criteria of 100,000 and 80,000 projected miles. Vehicles must also not have any remaining loan obligation by the end of FY05 to be considered as a suspect. Vehicle coordinators were informed that they would receive the final evaluated list from SFM rather than the initial suspect list to avoid setting unrealistic expectations.

It was agreed to put something on the Fleet Web Site regarding the Replacement decision-making process.

The meeting was adjourned at 11:30 a.m.

The next MVAC meeting will be held at the Community College of Denver, 6221 Downing, #107 on Wednesday August 13th at 9:00 am.